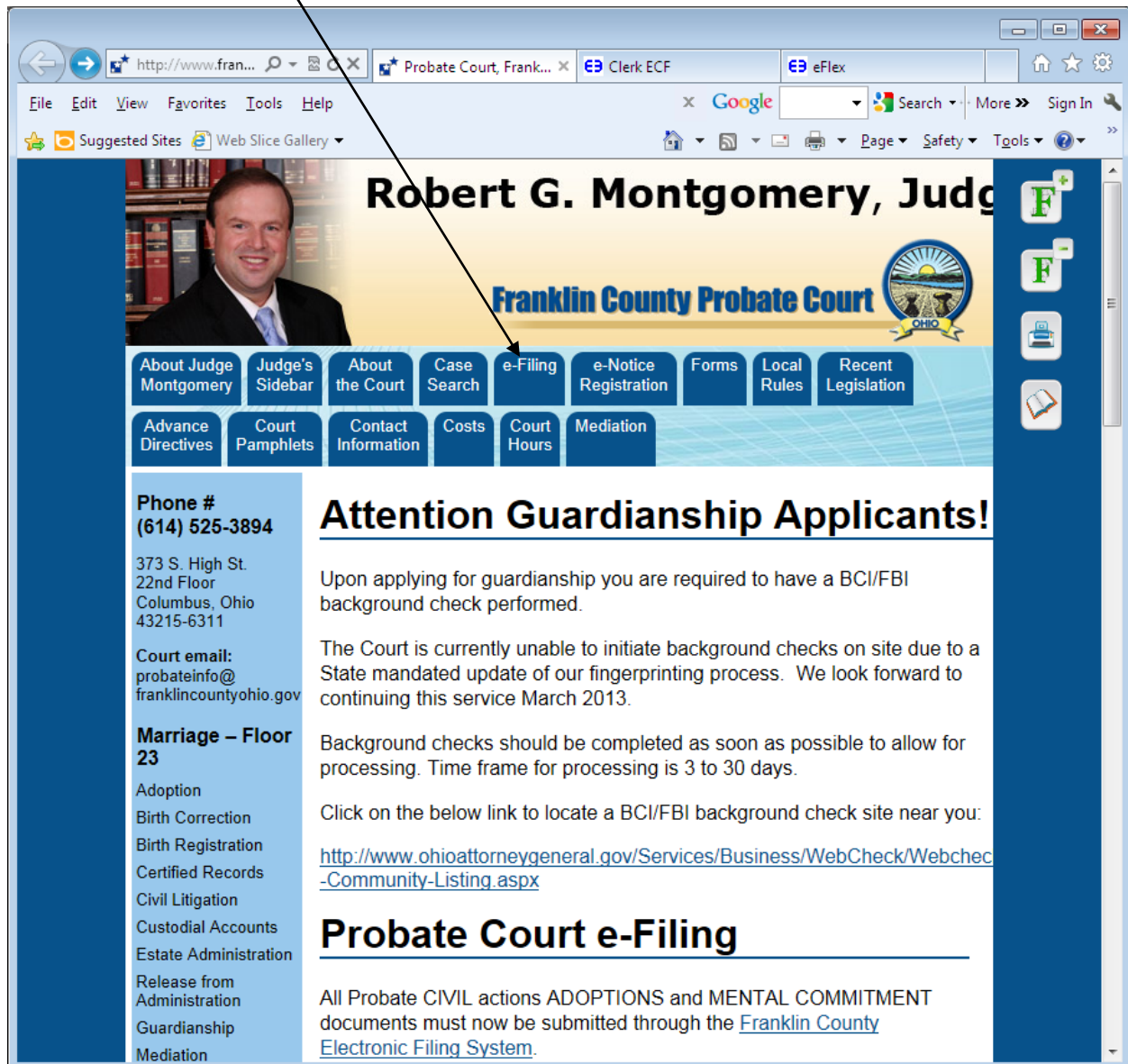


To Request a Pro Se e-Filing account, go to the Court's website home page.

<http://www.franklincountyohio.gov/probate/>

Choose the e-Filing tab at the top of the page



Scroll down to the e-Filing System link.

The screenshot shows the Franklin County Probate Court website. The header includes the court's name and logo. A navigation bar contains links such as 'About Judge Montgomery', 'Judge's Sidebar', 'About the Court', 'Case Search', 'e-Filing', 'e-Notice Registration', 'Forms', 'Local Rules', 'Recent Legislation', 'Advance Directives', 'Court Pamphlets', 'Contact Information', 'Costs', 'Court Hours', and 'Mediation'. On the left, contact information is provided: Phone # (614) 525-3894, address (373 S. High St., 22nd Floor, Columbus, Ohio 43215-6311), and email (probateinfo@franklincountyohio.gov). A list of services is also shown, including Marriage, Adoption, Birth Correction, Birth Registration, Certified Records, Civil Litigation, Custodial Accounts, Estate Administration, Release from Administration, Guardianship, Mediation, Name Change, and Mental Commitments. The main content area is titled 'e-Filing System' and lists various resources: e-Filing Assistance, Probate Court Administrative Order (Updated 08/03/2012), Probate Court e-Filing Help Line: 614-525-7777, ADDITIONAL DEPOSIT INSTRUCTIONS for CIVIL, Franklin County e-Filing User's Guide, Mental Commitment Case Initiation Manual, Interactive e-Filing Training Videos, e-Hearing Locator Instructions, eFilingHelp-Probate@franklincountyohio.gov, and contact information for Barbara Bishop, IT Director. A link to the e-Filing System is highlighted with a red arrow.

Franklin County Probate Court

e-Filing System

- e-Filing Assistance
 - [Probate Court Administrative Order](#) (Updated 08/03/2012)
 - **Probate Court e-Filing Help Line: 614-525-7777**
 - **[ADDITIONAL DEPOSIT INSTRUCTIONS for CIVIL](#)**
 - [Franklin County e-Filing User's Guide](#)
 - [Mental Commitment Case Initiation Manual](#)
 - [Interactive e-Filing Training Videos](#)
 - [e-Hearing Locator Instructions](#)
 - eFilingHelp-Probate@franklincountyohio.gov
 - Questions: Please contact Barbara Bishop, IT Director, at (614) 525-7428
- [e-Filing System](#)
- [e-Hearing Locator](#)
- [e-Filing System Instruction Manual Specific to Probate Civil](#)

You will be taken to the e-Filing System log in page. Choose the blue Request Account button.

https://efiletest.f... Pirate Flag - Kenny Chesney Electronic Filing Clerk ECF

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Franklin County e-Filing

Terms of use Payment policy Support

Electronic Filing

powered by eFlex from Tybera

eFile!

Welcome to the Franklin County's e-Filing website.

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-Filing system.

Firm Account Management for the Franklin County e-Filing system.
Available to participating law firms a Firm Account Management account for reconciling their monthly filing fees through the Franklin County e-Filing system. To request a Firm Account Management account for your law firm, please email the Franklin County Clerk's office at: efilinghelp-clerk@franklincountyohio.gov

The Juvenile **Pilot** Go-Live date is **Monday, December 3rd, 2012**. Juvenile **Mandatory** Go-Live dates will occur early in 2013. Those exact dates will be posted here as soon as they are available.

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Log In

Enter your User Name and Password

User Name:

Password:

[Forgot Your Password?](#)

Read through the User Agreement. Once you have read the agreement, choose the radio button in front of the paragraph beginning with "I have read the applicable Administrative Order(s) and/or Local Rules".... and choose the blue Submit button.

electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting the terms of this e-Filing System User Agreement, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by first class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees he/she will not use the e-Filing system to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court, the Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user also understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

Important notice of redaction responsibility: Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court or filed with the Clerk, unless otherwise ordered by the Court.

☒ I have read the applicable Administrative Order(s) and/or Local Rules, located at <http://www.franklincountyohio.gov/clerk/e-File.cfm>, that govern e-Filing and I accept the terms of the user agreement.

☐ I do not accept the terms of the user agreement

Cancel Submit

Choose the User Role of Pro Se, then choose the Next button at the bottom of the page.

The screenshot shows a web browser window with the URL <https://efiletest.f...>. The page is titled "Electronic Filing" and "Franklin County eFiling". Below the header, it says "User Agreement => Select User Role". The main section is titled "USER ROLES" and "Select your user role:". It lists several user roles with radio buttons:

- ☐ Government Agency with queues
- ☐ Attorney
- ☐ Forensic
- ☐ Process Server
- ☐ Agency / Facility
- ☐ Pro Hac Vice
- ☒ Pro Se
- ☐ Agency / Facility ADMINISTRATION

At the bottom left of the list are two buttons: "Cancel" and "Next". A black arrow points from the instruction text above to the "Pro Se" radio button. At the bottom of the page, there is a footer with links: "online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us" and a copyright notice: "© 2001-13 Tybera Development Group, Inc. All rights reserved."

Enter all required information, choosing a User Name, Password, Confirm Password, First Name, Middle Name, Last Name, Suffix and Address. You may enter your phone number and fax number. If you have an e-mail address, please enter it in the line provided.

***Required Fields**

Company Name: Pro Se

User Name: *

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Phone: Fax:

EMail:

1st Alternate EMail:

2nd Alternate EMail:

☐ Use My Company's Address

☒ Use My Address

International: ☐

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State:

Postal Code: * Country:

Once you have entered all information, choose the blue submit button at the bottom of the page.

The screenshot shows a web browser window with a form for creating an e-Filing account. The form is titled "eFiletest.f..." and has a "Clerk ECF" tab. The form fields are as follows:

- First Name: *
- Middle Name:
- Last Name: *
- Suffix Name:
- Phone: Fax:
- E-Mail:
- 1st Alternate E-Mail:
- 2nd Alternate E-Mail:
- Use My Company's Address (radio button)
- Use My Address (radio button, selected)
- International: ☐
- Address Line 1: *
- Address Line 2:
- Address Line 3:
- City: * State:
- Postal Code: * Country:
- Cancel Submit

At the bottom of the page, there is a footer with links: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#). Below the footer is a copyright notice: © 2001-13 Tybera Development Group, Inc. All rights reserved.

Once you submit your request for an e-Filing account, you will receive an e-mail that states: *A request for a Pro Se account has been submitted for YOUR NAME HERE (your chosen user ID) at Pro Se.* When your e-filing account has been approved you will receive another e-mail stating: Your request for an e-Filing account has been approved.

You are now ready to begin e-Filing.